

**Fugett, Joy L.**

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**From:** Fugett, Joy L.  
**Sent:** Friday, November 20, 2015 8:38 AM  
**To:** Archer, Pam J.  
**Subject:** RE: Year Long Schedule

Perfect. Thanks! Yes, I'm trying to be as prepared ahead of time with a plan to make sure it's all perfect when I send it on. ☺

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**From:** Archer, Pam J.  
**Sent:** Thursday, November 19, 2015 5:33 PM  
**To:** Fugett, Joy L.  
**Subject:** RE: Year Long Schedule

Just to be sure—hopefully I did tell you that I got the Alternatives to Abortion report yesterday.

To answer your question--In the past, I believe the cover letter and report were submitted to the Commissioner's office on paper. Mark and Dr. Cline reviewed the paper copies. If they had any edits, the program areas were notified to make corrections. After all reviews and corrections were completed, I think Maria requested an electronic copy from the program area of the cover letter and the report. I think Maria compared word by word the paper copies of the letters and reports that were approved by Mark and Dr. Cline to the electronic letters and reports received. You might double check with Maria to be sure! Just a warning—it has happened at least once (and maybe more times) that the electronic copy that was sent down was an old version of the letter/report and had MANY errors! (No pressure! Ha!) Seriously, I just want to let you know ahead of time so you can check everything since the reports go to high officials!

Have a great evening!!!

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**From:** Fugett, Joy L.  
**Sent:** Thursday, November 19, 2015 5:23 PM  
**To:** Archer, Pam J.  
**Subject:** RE: Year Long Schedule

Great! We'll go with that, and make adjustments next year if it doesn't work as well as we hope it will. ☺

Also, when I get ready to send this Alt. to Abort. Report to the capitol, do you send me the cover letter, or do I get it from somewhere else? I can't remember how that worked last time.

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**From:** Archer, Pam J.  
**Sent:** Thursday, November 19, 2015 5:21 PM  
**To:** Fugett, Joy L.  
**Subject:** RE: Year Long Schedule

I love it!!!! Thanks so much!!!

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**From:** Fugett, Joy L.  
**Sent:** Thursday, November 19, 2015 3:33 PM  
**To:** Archer, Pam J.  
**Subject:** RE: Year Long Schedule

The ones highlighted in yellow are those I will be paying particular attention to for timing next year to see if we need to make more adjustments after report season is over for the 2017-2018 reporting year.

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**From:** Archer, Pam J.  
**Sent:** Thursday, November 19, 2015 3:31 PM  
**To:** Fugett, Joy L.  
**Subject:** RE: Year Long Schedule

Yes! Sounds great!

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**From:** Fugett, Joy L.  
**Sent:** Thursday, November 19, 2015 2:56 PM  
**To:** Archer, Pam J.  
**Subject:** Year Long Schedule

I have created a year-long schedule with all the due dates and dates I will send out reminder emails for all programmatic reports. Would you like me to send it to you to look at before I write those dates on my physical desk calendar for next year to make sure they work for you?